



Data request form for data about individuals

This request is submitted under the Minnesota Government Data Practices Act.

(See contact list in the Guide to Requesting Information from Cass County for contact information.)

Date of request _____

To request data about you, a minor child, or person under your guardianship, you must show proof of identity, and if it applies, proof of parentage or guardianship to complete your request. You will receive a response within ten (10) business days.

I am requesting access to the requested data in the following way:

Inspection Copies Both inspection and copies

I prefer:

Paper copies/reports Electronic format

Deliver my request by:

Mail Email Fax to: _____ FAX NUMBER

The data I am requesting from Cass County is:

Please describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form, or attach additional pages.

Contact Information:

Data subject name _____

Parent or guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

OFFICE USE:

IDENTITY VERIFIED BY: _____

- Witness:** x _____
- Identification:** Driver's License, State ID, Passport, Other: _____
- Comparison with signature on file**
- Other:** _____



Standards for verifying identity

Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID

- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
 - a Minnesota school ID

- The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contract
 - ❖ an affidavit of parentage

- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.